



## Final Report Guidelines

Your team's final report must include a 5-7 minute video or PowerPoint and a written summary of your campaign. The video or PowerPoint and final report must:

- Clearly explain the campaign
- Describe each activity, including what was done, when, how, and the results
- Describe how Ford Driving Skills for Life was used
- Explain the community outreach and media involvement
- Include the evaluation of the campaign goal(s)
- Contain the completed [Expense Tracking Form](#) with copies of receipts and invoices (attached to written summary)
- Be submitted by **March 25, 2016** to:

OHSP  
Strive for a Safer Drive  
P. O Box 30634  
Lansing, Michigan 48909  
ATTN: Program Manager  
[Strive4asaferdrive@gmail.com](mailto:Strive4asaferdrive@gmail.com)

Failure to follow these guidelines will result in disqualification from the judging process. Disqualified schools will be ineligible to attend the hands-on driving event. Any questions should be directed to your Strive for a Safer Drive project manager, [Linda Fech](#) at (517) 241-2533; or [Strive4aSaferDrive@gmail.com](mailto:Strive4aSaferDrive@gmail.com).